

OFFICE CLERK II

Code No.: 3-05-118
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the independent performance of difficult and complex clerical tasks, requiring a high degree of independent judgment and for decision making holding a high consequence of error. The use of a personal computer for word processing and database entry is an integral part of the position. The work is performed in accordance with general instructions regarding objectives, policies and procedures. The work is usually submitted in its final form and is not subject to detailed or immediate review. The employee reports directly to and works under the general supervision of a higher-level employee. General supervision may be exercised over a subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares, formats and maintains material such as correspondence and statistical or narrative reports from either a handwritten copy or dictating machine, outline or other detailed instructions;

Prepares and maintains alphabetical, numerical or personal files;

Sorts, distributes and files materials in a manual or text management filing system;

Obtains and gives out information by telephone, correspondence or in person;

Performs complex electronic searches for information in documents, records and files;

Compiles, prepares, and inputs a variety of data;

Analyzes and checks for completeness and accuracy, a variety of complex financial and statistical records and reports;

Enters and extracts data and information from a data base;

Enters information onto standard forms such as payroll or production records, authorizations, certifications, etc.;

Purchases office supplies and monitors expenditures;

Operates standard office machines such as a computer, copier and fax machine;

Maintains records of monetary, budgetary or similar transactions;

Makes computations relating to taxes, budget and salary;

Supervises or guides subordinates in the performance of their duties;

Trains subordinates in the procedures and functions of the section.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, practices, procedures, routines and

equipment; good knowledge of business arithmetic and English; good knowledge of the techniques involved in record keeping; good knowledge of the techniques involved in establishing and maintaining a filing system; ability to use a personal computer for word processing and database entry; ability to conduct searches for information from various sources; ability to work with forms; ability to perform basic purchasing functions utilizing computer software; ability to monitor expenditures; ability to prepare written communication, arithmetic and standard written reports; ability to operate a variety of office machines; ability to understand and carry out complex oral and written instructions; ability to express oneself clearly; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to deal with the public; good judgment in solving relatively complex clerical problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus either:

- (A) Three (3) years of paid full-time or part-time or volunteer equivalent office clerical or secretarial experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science, Office Technology or a closely related field, plus one (1) year of office clerical or secretarial experience; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTES:

- Successful completion of one (1) year of college coursework (or 30 semester credit hours) from a New York State registered or regionally accredited college or university may be substituted for up to one (1) year of the required experience.
- Experience as a Teller, Cashier or Sales Clerk shall not be considered appropriate experience.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: December 2, 1976

REVISED: February 28, 1985

REVISED: May 29, 1985

REVISED: March 7, 1996

REVISED: January 3, 2008

REVISED AND TITLE CHANGED: May 8, 2008

FORMERLY: CLERK II WITH TYPING

ADDITIONAL INFORMATION:

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test